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15 October 1951

CAREER SERVICE COMMITTEE

Working Group on EMPLOYEE RATING

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Problem:

To recommend to the Career Service Committee a system or systems for rating employees and for evaluating their on-the-job performance that can be immediately installed on an "experimental" basis; to recommend whether there should or should not be, in addition, a report containing an estimate by the supervisor of the employee's potentiality and recommendation for future assignment together with a statement by the employee of his preference for future assignment; to ensure that rating systems recommended can be integrated into a Career Service program; to recommend methods of approaching uniformity in rating standards and to ensure that ratings are responsive to job duties and responsibilities; to recommend procedures for use of the respective offices in handling employee ratings, to recommend procedures for issuance and notification of ratings, and for review and appeal techniques.

References:

1. "A Program for the Establishment of a Career Corps in the Central Intelligence Agency," dated 7 August 1951

see paragraph C page 10
paragraph B pages 11-13
appendix G pages 35-36
appendix I paragraphs 2,3,4 page 38
paragraph B pages 40-44
paragraph CI pages 44-45
paragraph E pages 48-49

Appraisal Forms and Charts (last nine pages of 7 August "Program...")

2. "Selected Comments by the Several Offices on Employee Evaluation." (attached)

3. Report of CIA Efficiency Rating Committee dated 14 June 1950. () Please have copies of this report.)

4. Proposed CIA Rating System and Systems of other Agencies approved by Civil Service Committee.

5. Experimental Performance Evaluation system in use in CIA Library. () will make these materials available.)

6. "Status and Efficiency Report" CIA form 51-53. (attached)

7. Public Law 873, "Performance Rating Act of 1950." (attached)